

## Instructions for Completing the Competitive Sourcing Report Workbook

This workbook includes five spreadsheets for data entry. You should only enter data into spreadsheets W.1., W.2., and S.3. Spreadsheets S.1. and S.2. will populate automatically using data links from spreadsheets W.1. and W.2., respectively.

Group competitions by type: streamlined, standard, and cancelled.

The following types of competitions should be included in the streamlined category: Streamlined competition with MEO, Streamlined competition without MEO, Streamlined competition with MEO under deviation, Streamlined competition without MEO under deviation, Streamlined cost comparison, Streamlined cost comparison conducted under a deviation.

The following types of competitions should be included in the standard category: standard competition, standard competition conducted under a deviation, cost comparison, cost comparison conducted under a deviation.

If additional rows are required to accommodate additional competitions, insert the appropriate number of rows. To preserve the subtotal formulas, only add rows between the first and second existing row, the last and second to last existing row, or any rows in-between for any given competition type. DO NOT add rows above the first or below the last existing rows, as this will cause an error in the subtotal calculations.

When you add rows to W.1. and W.2., you will need to copy the formulas for total costs and annualized savings. DO NOT delete or change formulas.

**IMPORTANT:** When adding rows to spreadsheets W.1. and W.2. to accommodate additional competitions, be sure to add corresponding rows on the S.1. and S.2. spreadsheets, respectively. This is to ensure that all competition, subtotal, and total rows on each pair of sheets match up for the purposes of maintaining data links to eliminate the duplication of data entry on S.1. and S.2. For example, the "Subtotal, Standard Competitions" row on the W.1. sheet needs to remain on the same row number as the "Subtotal, Standard Competitions" row on the S.1. sheet.

As additional competition rows are added to the S.1. and S.2. spreadsheets, users will need to copy formulas from an entire original competition row, and paste these formulas into the additional competition rows.

Spreadsheet W.1. allows for up to twelve performance periods of winning provider cost data. However, only performance periods one through five are shown in the original format. If additional performance periods exist, "unhide" the necessary additional reporting columns between columns AB and AJ, and proceed with any additional data entry. If additional performance periods are not needed, leave them blank -- DO NOT delete.

Do not delete and/or modify formulas and calculations, or reformat the spreadsheets with respect to their general layout.

Before submission to OMB, please verify that the formulas are calculating correctly.

**COMPLETED COMPETITIO**  
(Dollars in Millions)

**FY 2007 FIXED COSTS\***

**Announced Competitions\***  
(Dollars in Millions)

**CANCELLED COMPETITIONS (pre-performance decision)**

Environmental Protection Agency  
FY 2007 COMPETITIVE SOURCING ACTIVITIES WORKSHEET

COMPLETED COMPETITIONS  
(Dollars in Millions)

Competition Description																	Savings and/or Performance Improvements						
Agency	Bureau	Primary Activity Code	Secondary Activity Code	Additional Activity Code	Description of Activity Competed	Type of Competition	Location (State)	# of FTE in study	# of Bids Received	Start Date (MM/DD/YYYY)	End Date (MM/DD/YYYY)	Expected Phase-In Completion Date (MM/DD/YYYY)	Actual Phase-In Completion Date (MM/DD/YYYY)	Source Selection Strategy Used	Winning Provider	FY 2007 Costs	Total Cost - All Years	Estimated Savings	Period of Est. Savings (Performance Period--in years)	Annualized Savings	Actual Savings(if available)	Saving Methodology: Calculation/Proxy	Quantifiable Description of Improvements in Service or Performance (if appropriate)
STREAMLINED COMPETITIONS																							
EPA		W310	W824	W999	Data Entry and Reporting	Streamlined competition with MEO MA		10	0	09/25/2006	12/20/2006		01/30/2007	Lowest price technically	In-house	0.000	0.000	0.571	5	0.114	0.000	Calculation	
EPA		W826	W999		Web design and development, usability testing.	Streamlined competition with MEO DC		8	0	12/04/2006	03/05/2007		09/30/2007	Lowest price technically	In-house	0.000	0.000	0.131	5	0.026	0.000	Calculation	
EPA		W826	W999		The ASM svc & support includes technical	Streamlined competition with MEO DC		10	0	03/29/2007	06/27/2007		07/31/2007	Lowest price technically	In-house	0.000	0.000	0.914	5	0.183	0.000	Calculation	
EPA		W826	W999		Develops and maintains the national RCRA Info	Streamlined competition without DC		6	0	03/30/2007	06/27/2007		07/31/2007	Lowest price technically	In-house	0.000	0.000	0.000	5	0.000	0.000	Calculation	
EPA		W826	W999		Services to be provided will include technical	Streamlined competition with MEO DC		9	0	06/06/2007	08/29/2007		10/01/2007	Lowest price technically	In-house	0.000	0.000	0.855	5	0.171	0.000	Calculation	
EPA		CS01	CS00		Preparation and audit of organization wide	Streamlined competition with MEO DC		20	0	06/20/2007	09/18/2007		11/01/2007	Lowest price technically	In-house	0.000	0.000	1.861	5	0.372	0.000	Calculation	
EPA		W826	W999		Web design and development, usability testing.	Streamlined competition with MEO DC		6	0	06/29/2007	09/24/2007		11/30/2007	Lowest price technically	In-house	0.000	0.000	0.980	5	0.196	0.000	Calculation	
SUBTOTAL, STREAMLINED COMPETITIONS								70	0							0.000	0.000	5.312		1.062	0.000		
STANDARD COMPETITIONS																							
SUBTOTAL, STANDARD COMPETITIONS								0	0							0.000	0.000	0.000		0.000	0.000		
TOTAL, ALL COMPETITIONS								70	0							0.000	0.000	5.312		1.062	0.000		

FY 2007 FIXED COSTS\*  
*\*Note: These costs are not competition-specific*

0.610